RSUPPLY AD-HOC QUERY
DOWNLOAD AND EXECUTION PROCEDURES

The **predefined ad-hoc queries** that we have posted to our Web site are ready for download and use. Currently these queries are in three separate categories, BMF Audit, BRF Audit, and Substitute Audit. To use the ad-hoc queries, first transfer the *self-extracting zipped files* to your PC or to a floppy disk and then execute on any PC with RSupply access. You should create an **ad-hoc directory** with subdirectories for specific operations, such as the three categories that we mentioned above. Procedures for downloading **ad-hoc** queries are as follows:

- Create a directory for the **ad-hoc** queries with the appropriate subdirectories as follows:

    - ➢ **Right click** on **My Computer Icon** and then select **Explore.**
    - ➢ To create an **ad-hoc** directory and subdirectories, select the appropriate destination, **left click one time** on **Drive A:, Drive C:, Drive D:,** or on **Directory** to create subdirectories.
    - ➢ Select **File** from the Menu Tool Bar on the **Explore** Screen.
    - ➢ Select **New**, then select **Folder**, and finally enter the appropriate **directory name**.

- To access the **Web site,** enter the following URL in your browser address window http://mtat.salts.navy.mil/ and then press **Enter**.

- To access the utilities, select **Click here for the Ad-hoc Utility**.

- The save process is the same for floppy and PC with the exception of the destination of the files.

    - ➢ **Left click** to select the file for transfer, the File Download Screen appears.
    - ➢ Select **Open this file from its current location** to start the file transfer.
    - ➢ The Self-Extractor Inspection Dialogue Box should appear.
    - ➢ Make sure the Unzip to Dialog Box has the desired destination directory and select **Unzip**.
    - ➢ When the "File unzipped successfully" message appears, select **OK,** and then **Close**. The system will return to the Ad Hoc Page. Repeat the four actions immediately above until you transfer all the files to the proper directories.
    - ➢ If files are on a floppy disk, copy the queries to a PC with RSupply access.

To execute the **Ad-hoc queries** and generate reports, execute the following actions:

- Use **Launch** to bring up the NTCSS II Desktop Screen and open **RSupply.**

- Select **File**, **Utilities**, **Ad Hoc Query**, and **Expert**.

- Select **File** and **Open,** then select the directory that holds the ad-hoc queries, and finally select the ad-hoc query that you wish to execute.

- To turn off the counter, select **Options** and then select **Skip Count**.

- Select **Run Query,** the **Query Impact** Screen will appear, and then select **OK**. The **Creating Syntax** Screen will appear, followed by the **Retrieving Rows** Screen.

- Once the query process finishes, the **Run/Execute Query** Screen will appear displaying the report. To save the data, select **Save Data** and then select where you want to put the file as well as entering the file name in the appropriate box. In the **Save As** Dialog Box, select **Text with headers**. To print the report, select **Print.** When the **Print** Screen appears, select the appropriate entries.

- Once you save or print the report, select **Close** to close the **Run/Execute Query** Screen and then select **Close** again to close the **Query Impact** Screen.

- To run another query, select **File**, **Open**, and enter **Yes** in response to **Overwrite currently open query?**

- Repeat the four actions immediately above to run other **ad-hoc** queries.